

5 March 1973

MEMORANDUM FOR: Administrative Officer, O/DCI

SUBJECT: O/DCI Program Call, FY 1975

REFERENCE: AO/DCI Memo, dated 1 March, same subject

In response to the referenced memorandum, following are the requested estimates for FY 75:

a. Anticipated travel:

- (1) Four trips, each lasting between three to five days, at \$450.00 each.
- (2) Thirty round trips [redacted] by privately owned vehicle, at \$11.04 per trip.
- (3) Ten trips to National Archives and Records Service by privately owned vehicle, at \$2.40 per trip.

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b. Equipment purchases and rentals:

- (1) Word processing unit, manufacturer undetermined, rental cost approximately \$150.00 per month. Will be used in the processing of repetitious and standard correspondence occasioned by the implementation of declassification program under Executive Order 11652.
- (2) One Selectric (IBM) typewriter.

c. External training requirements:

Four courses at \$700.00 each including travel and per diem. These will be primarily for the future training of [redacted] on archival matters and the undersigned in records management courses.

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d. Supply purchases:

ABCodex refill.

/s/

[Redacted Signature Box]

Special Assistant for Information Control

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